**Excel Assignment – 4**

**QUESTONS**

**1. To use the ribbon commands, what menu and grouping of commands will you find the Insert and Delete command?**

**2. If you set a row height or column width to 0 (zero), what happens to the row and column?**

**3. Is there a need to change the height and width in a cell? Why?**

**4. What is the keyboard shortcut to unhide rows?**

**5. How to hide rows containing blank cells?**

**6. What are the steps to hide the duplicate values using conditional formatting in**

**ANSWERS**

1. **To find the Insert and Delete command in the ribbon, go to the Home tab and look for the Insert or Delete Sheet Columns command in the Cells group. To insert a new row, click on the Insert command and select "Insert Sheet Rows" from the dropdown.**
2. **If you set a row height or column width to 0 (zero), the row or column will be hidden and will not be visible in the worksheet.**
3. **There may be a need to change the height and width in a cell to make the data fit properly. For example, if the cell contains a large amount of text, increasing the row height may be necessary to display all the text.**
4. **The keyboard shortcut to unhide rows is Ctrl+Shift+9.**
5. **To hide rows containing blank cells, select the rows you want to hide, right-click on the selection, and select "Hide." Alternatively, you can use conditional formatting to highlight the blank cells and then hide the rows that contain them.**
6. **The steps to hide duplicate values using conditional formatting in Excel are as follows: select the range of cells you want to format, go to the Home tab, click on the Conditional Formatting command, and select "Highlight Cells Rules" and then "Duplicate Values." Choose the formatting options you want to use, such as font color or background color, and click OK. The duplicate values will now be highlighted in the selected range.**